

***Design Review Board***  
***April 4, 2018***

**MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, APRIL 4, 2018, AT 6:30 P.M. IN THE MEN'S LOUNGE OF THE CLARK MEMORIAL CLUBHOUSE, 19 N. NINTH STREET, CLARKDALE, AZ.**

A **Regular Meeting** of the Design Review Board of the Town of Clarkdale was held on Wednesday, April 4, 2018, at 6:30 p.m. in the Men's Lounge of the Clark Memorial Clubhouse, 19 N. Ninth Street, Clarkdale, AZ.

**BOARD MEMBERS:**

Chairperson	Laura Jones	Present
Vice Chairperson	Aaron Midkiff	Present
Board Members	Mike Garvey	Present
	Robyn Prud'homme-Bauer	Present
	Bill Snyder	Present

**STAFF:**

Project Manager	Mike Gray
Senior Planner	Beth Escobar

**OTHERS IN ATTENDANCE:**

1. **AGENDA ITEM: CALL TO ORDER:** The Chairperson called the meeting to order at p.m.
2. **AGENDA ITEM: ROLL CALL:** Senior Planner Escobar called roll.
3. **AGENDA ITEM: PUBLIC COMMENT:** The public is invited to provide comments at this time on items that are not on this agenda. Action taken as a result of public comment will be limited to directing staff to study the matter, or scheduling the matter for further consideration and decision on a later agenda, as required by the Arizona Open Meeting Law. Each speaker is asked to limit comments to **FIVE minutes**.  
  
No public comment.
4. **AGENDA ITEM: MINUTES:** Consideration of the **Regular Meeting Minutes of March 7, 2018. Chair Jones asked for a correction to be made to page 2, Agenda Item 6, to included her statement that she would not be available to meet any time before 6. Board Member Prud'homme-Bauer motioned to approve the Regular Meeting Minutes of December 6, 2017 with the above noted correction. Board Member Midkiff seconded the motion. The motion passed unanimously.**
5. **AGENDA ITEM: REPORTS:**

**Chairperson and Member Report:**

Chair Jones reported that the recent Verde River Run was very successful with the highest ever number of participants.

Board Member Prud'homme Bauer reported the annual car show & chili cook-off was also successful despite the threat of rain. There were 130 cars in the show with the capacity to grow to 150 next year. The cycle carts were a great addition to the event.

**Staff Report:**

**6. AGENDA ITEM: NEW BUSINESS:**

- a. **DISCUSSION/POSSIBLE ACTION** regarding changing the regular meeting time of the Design Review Board.

Planning Manager Escobar reported two Board members responded to the doodle poll stating their availability from at 5:00 p.m., 5:30 p.m. and 6:00 p.m.

Board member Snyder stated he recognized the other board members had commitments during the day time and out of respect for their schedules recommended the meeting time not be changed.

**Board Discussion:**

The Board agreed that the meeting time should not be adjusted.

- b. **WORKSESSION: DISCUSSION/POSSIBLE ACTION** regarding sustainable development guidelines for multi-family development.

Project Manager Gray summarized the staff report:

**Background:**

On March 7, 2018, Community Development presented information on possible guidelines for sustainable multi-family residential development to the Design Review Board. Following the presentation, DRB directed staff to present guidelines in draft form at the April 4, 2018 meeting.

Staff has broken down the draft guidelines to integrate with the Town's adopted Sustainability Values.

These recommendations are guidelines only. Staff will present these guidelines to developers when development applications are received and the Board may use these when evaluating applications. Utilization of site, erosion control, natural features and stormwater management are already categories built into the approval criteria for site plan review per Section 11-3 of the Zoning Code.

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The purpose of these guidelines is to reduce the total cost of ownership of multi-family residential housing and to minimize the impact of that housing on Clarkdale natural resources.

The terms “passive” and “active” are used when referring to water harvesting and solar energy:

**Active Solar:**

- Solar Photovoltaic (PV) panels convert solar energy to electrical energy. This is what most people think of when they hear “solar energy”.
- Solar Thermal, another example of active solar, harvests energy through sun collectors to heat air and water.

**Passive Solar:**

- Passive Solar design entails collection and storage of thermal energy in high mass materials, like concrete and stone. This strategy is enhanced by use of properly oriented glass for heating, and shade for absorbing heat (cooling).

**Active Water Harvesting:**

- Collection of rain or runoff in storage containers, or cisterns. This is what most people think of when they hear “water harvesting”.

**Passive Water Harvesting:**

- This is simply forming the ground to channel, direct, slow, absorb and spread water down into the soil. This not only recharges groundwater, it also improves the health of soil and the surrounding environment.

**Survey of policies and codes of other government entities**

Staff is not aware of any specific sustainable multi-family development standards being adopted by any other government entity in the Verde Valley. The initial design for the proposed 190+ apartment complex currently going through the approval process with the City of Cottonwood does not incorporate any sustainable design elements.

The City of Sedona has design standards integrated into their Land Development Code that apply to all development including single-family and multi-family. Sedona’s code is written to encourage sustainable development practices but does not provide specific guidelines. For example, Section 5.7 of the Sedona Land Development Code, Site and Building Design includes the following language:

Promote building designs and construction practices that are sustainable and adaptable to multiple uses for extended building lifecycles;

Methods to achieve this goal are not provided. Clarkdale has similar language promoting and encouraging best practices in our General Plan, Zoning Code and 2013 Sustainable Community and Economic Development Plan.

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As a pilot project, the Town of Camp Verde is currently working on a low-environmental impact, affordable housing project anticipated to incorporate some elements of sustainable design like those proposed in the draft guidelines presented with this report. The approach of Camp Verde's project is smaller, site built homes, about 400-1000 square feet with consideration for permeable surfaces, water-harvesting earthworks and native vegetation. It is unknown if the Town of Camp Verde intends to adopt any specific guidelines as a result of this project.

By providing examples and suggestions, Clarkdale's Sustainable Multi-family Development Guidelines may serve to introduce specific concepts to developers and contractors. They may choose to incorporate these concepts into their project early on in the design phase.

### **Agency Expert Review**

Upon direction from Town Council to proceed with drafting guidelines, staff will request input from the Building Official, Public Works Director, Fire Marshall and Police Chief to identify any potential conflicts with current codes and practices.

### **Public Participation:**

Staff would suggest inviting some local contractors and property owners to meet with the Design Review Board to review the proposed sustainable guidelines. In addition, a public meeting would be scheduled at a regular Design Review Meeting for discussion about the guidelines. Staff will publicize this meeting through the regular channels.

### **Next Steps**

Once approved by the DRB for movement to Council, guidelines would need to be adopted by Town Council in a public hearing.

**Recommendation:** Staff is asking that the Design Review Board provide direction on the draft guidelines and recommended process for moving forward with this project.

### **Board Discussion:**

- Board member Midkiff asked why we are considering guidelines and not regulations. Planning Manager Escobar responded that the Private Property Rights Protection Act of 2006 made adoption of new zoning regulations difficult due to the ability of a property owner to sue the Town because of a conceived diminishment of property value as a result of new regulations.
- Board member Garvey asked about the possibilities of a cobb house. Staff explained these proposed regulations would allow for that discussion. In addition, upon direction from Town Council, staff will be meeting with the Building Official to identify conflicts with current building code.
- Board member Prud'homme-Bauer recommended this move forward to Council since the draft guidelines reflect the values in the adopted, voter-supported General Plan. The values would provide opportunity to education local contractors. She did caution conflicts might arise for projects with state and/or federal financing. She recommended staff meet with local contractors before finalizing the draft.

- Board member Snyder recommended the guidelines are written to be broad to allow for incorporating of new technology.
- Chair Jones stated we should pursue adopting these values. This is what Clarkdale is all about.

**Board Action: The Board directed staff to place discuss of this item on the May 8<sup>th</sup> joint worksession with Town Council.**

- c. **WORKSESSION: DISCUSSION/POSSIBLE ACTION** regarding Art in Public Places

Project Manager Gray summarized the staff report

**Background:** One of four economic components of the 2013 Sustainable Community and Economic Development Plan is the following strategy to support the local art community called Creative Clarkdale:

***Creative Clarkdale***

**BACKGROUND**

*Home to an array of artists from a variety of genres, Clarkdale boasts an active population of visual and performing artists. Annually in December, the Made In Clarkdale non-profit arts organization hosts a gala showcasing the juried works of artists living and/or working in Town. An active Arts in Public Places committee collaborates with the Town to feature exhibits of local arts with a rotating exhibit in our library. With this active group, the visibility of public art is increasing.*

**GOALS**

***A. Promote the arts and related businesses***

**Short-term Strategies – zero to 2 years**

- 1. Expand the uses of public buildings as artistic spaces, venues or retreat locations.***
- 2. Establish a public art space featuring rotating local arts, crafts and artists.***
- 3. Create an artist-in-residency program with local partners.***
- 4. Collaborate with events promoters to feature the arts.***

Additionally, the **Central Business District Focus Area Plan**, adopted by Town Council on February 27, 2018, includes a strategy to launch an Art in Public Spaces project in the Central Business area.

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Public Art is a mechanism for economic development and helps create a sense of place for community. With the rich history of Clarkdale and the abundance of local artists, a public art project in Town will provide a showcase for the Town and its artists.

A Public Art project encompassing the strategies listed above would need to be vetted by an official appointed body of the Town. Staff recommends identifying the Design Review Board as the body that will review and approve Art in Public Places projects. Since this will be an additional responsibility of the Board, such action will require an amendment to Town Code Section 17-4 and would need to be approved by Council.

**Possible Process:**

Staff recognizes the need for establishment of application and review guidelines as well as approval criteria.

Future Board discussion would need to clarify who is eligible to participate in this program.

**Proposed areas for Art in Public Places:**

Staff has identified the following areas as potential locations for Public Art.

**New intersection at Broadway and Main**



**89A corridor roundabouts**



**[www.maps/google.com](http://www.maps/google.com)**

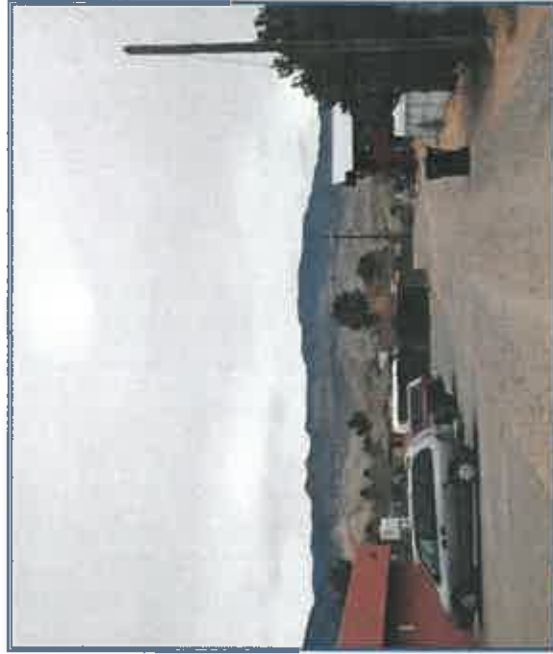
**Main Street**



**[www.maps/google.com](http://www.maps/google.com)**

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**Downtown Alleys**





**Council Endorsement:**

Staff proposes this issue be discussed with Town Council during the May 8<sup>th</sup> Joint Worksession. If Council provides direction to proceed, the following components need consideration:

- Invitation to apply - Who will be invited? All Clarkdale artists? Who is considered an artist?
- How will the information regarding the process be disseminated? Perhaps this can be done in a meeting for invitees/applicants.
- Once criteria for judging the applications is adopted, an application will need to be developed.

Selecting Public Art can be challenging since artistic tastes and standards may vary. It will be important to have a specific selection criteria. Some suggestions to be considered are whether the art:

- Attracts visitors
- Is unique to Clarkdale?
- Conveys Clarkdale's history, culture and community?
- Celebrates the Verde River?
- Explores sustainable and/or repurposed materials

**Requested Action:** This is a discussion item only. Staff is asking for direction from the Board on whether they would like to accept the responsibility of reviewing and approving Art in Public Places Projects.

**Board Discussion:**

- Board member Prud'homme Bauer stated she did not believe the Design Review Board had the capacity to design a public art program or to judge public art submittals and this should be done by a body of actual artists. DRB could be the body that makes the public decision. She also stated the guidelines should be broad enough to allow for creative thinking and not box the artists in which would result in a cookie cutter look.
- Board member Snyder stated DRB should not be involved in this process at all because there is not enough artistic expertise on the Board.
- Board member Midkiff stated it was important to be fair in the selection process and not pick a project based on the loudest voice.
- Chair Jones stated that DRB does serve as the esthetic eye for the Town so it would be appropriate for the Board to be involved in the process.
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**Board Action: The Board directed staff to research regulations and practices from other communities and bring this proposal back for further discussion.**

- d. **WORKSESSION: DISCUSSION/POSSIBLE ACTION** regarding preparation for the May 8<sup>th</sup> joint worksession with Town Council

Planning Manager Escobar summarized the staff report:

**Background:**

The Design Review Board has been invited to meet with Town Council in a joint worksession on Tuesday, May 8<sup>th</sup> at 6:00 p.m.

A separate Board agenda will be posted for this meeting and the Board Chair will call the meeting to order as part of the worksession.

**Possible Items for Discussion:**

The Board may consider discussing the following at this joint worksession:

- Sustainable Guidelines for Multi-family Development, and
- An Arts in Public Places Program, including possible review criteria and an award process.

The Board may discuss additional items to be placed on the agenda for this meeting.

**BOARD ACTION: The Board directed staff to include the Sustainable Guidelines for Multi-family Development on the joint worksession agenda.**

**7. FUTURE AGENDA ITEMS:**

Planning Manager Escobar informed the Board that no applications were received by the filing deadline for the May meeting.


**BOARD ACTION: The Board directed staff to cancel the regular meeting scheduled for May 2 so the Board can focus on the May 8<sup>th</sup> meeting with Council.**

- 8. ADJOURNMENT: Board Member Snyder motioned to adjourn the meeting. Board Member Garvey seconded the motion. The motion passed unanimously. The meeting adjourned at 7:33 p.m.**

**APPROVED BY:**

  
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Chairperson  
Laura Jones

**SUBMITTED BY:**

  
\_\_\_\_\_  
Senior Planner  
Beth Escobar